

FSU Online Quality Initiative | Steps to Certification

How to Get a Course FSU-Certified

Step 1. Apply

We offer several certification cycles per year. Apply by visiting odl.fsu.edu/certify-my-course (or tap the Apply button located below this window). Once you've reviewed the certification schedule, including dates for training and certification deliverables, complete and submit the online application. If selected for admission, you'll receive a stipend offer via email. Review and agree to the offer terms by the provided deadline.

Step 2. Discover

Once admitted to a certification cycle, attend the required, one-day APPQMR webinar to discover strategies for applying Quality Matters (QM) standards in your course. ODL instructional development faculty will evaluate the review readiness of your course and provide personalized guidance on preparing for a successful QM review. Course support specialists trained in course accessibility remediation will work with you to create a plan for addressing any inaccessible materials.

Step 3. Prepare

Prepare your course for review by following guidance from your ODL faculty contact and course support specialist. We'll provide you with a Canvas course development site. Make all edits in the development site as it is where we will address inaccessible files and QM reviewers will conduct their review. When you've completed all course revisions, use the QM Readiness Review checklist provided by your ODL faculty contact to explain how you addressed each standard. Follow instructions in the checklist to submit it by the deadline posted on the odl.fsu.edu/certify-my-course page and in your offer letter.

Step 4. Review

When your course is review ready, we'll submit a course review application to QM on your behalf. Upon QM approval of the application, you'll be asked to fill out a course worksheet and upload it to QM's Course Review Management System. QM will then assemble and assign a review team, schedule a pre-review conference call with you, and begin reviewing your course. The review typically takes 6-8 weeks to complete. If QM notifies you that additional revisions are needed, you'll have up to 14 weeks to amend your course based on reviewer feedback.

Step 5. Certify

Once your course passes the QM review, we'll certify it as an FSU high-quality course and process your stipend. In addition to digital credentials from QM for achieving course certification and completing the APPQMR course, you'll receive recognition from the provost for your

commitment to academic excellence in a distance learning course. Students will benefit from active learning opportunities, easier navigation, and more accessible content.

My course is certified. What's next?

All online courses are certified on a five-year cycle. Please be aware of the following considerations when offering a quality-certified course:

Course Offering

Once a course is designated as a quality course, any offering of the course must use the reviewed, certified course to retain that designation.

Substantive Changes

Any substantive (more than 15% of the course content/design) change to the course once it has been certified must be communicated to ODL by emailing odl-quality@fsu.edu. A substantive change will necessitate a new review and certification.

Certification Renewal

The renewal date is calculated by adding five years to the semester or term the certified course is first offered.

For example, if the certified course is first offered Spring 2022, the last term it can be offered without renewing certification is Spring 2027.

Accessibility

Please be aware that meeting the required standards for certification does not guarantee or imply that any specific federal or state accessibility regulations are met. Instructors are still responsible for ensuring that all course content meets accessibility standards and for providing reasonable accommodations to any student who has registered with the FSU Office of Accessibility Services and has presented a letter of accommodation.